PI PROPOSAL QUESTIONS

We look forward to assisting you with your proposal submission. Outlined below are a few generic questions and points to assist us with the submission of your proposal. This is a boilerplate document to get us started. Please review and answer the following questions. We believe that these questions will also help you prepare a strong, organized proposal.

1. Is this proposal in response to a particular agency program or Request for Applications? If so, which one?

2. What is the “title” of your proposal?

3. What are your proposed start and end dates?

4. Please list the name and organization of any PIs and Co-Is for this proposal.

5. Do you plan to include or need any of the following in your proposal? If so, please describe (i.e. names, organizations, specific services, size of data storage needs, etc.).

   a) Collaborators

   b) Subcontracts

   c) Consultants

   d) Services [e.g. KU Field Station user fees, High Throughput Screening Lab fees, research file storage (http://technology.ku.edu/research-file-storage)]

   e) Participants

6. If any other personnel will be named in the proposal, please list their names, affiliations, and corresponding roles in the proposal. Please indicate, if this is a submission to a PHS or PHS-compliant agency, the names of all Investigators (including subrecipients and consultants, if applicable).

   **PHS defines an Investigator as any person who is responsible for the design, conduct, or reporting of PHS-compliant research.** The PI is responsible for determining who is participating at the level of an Investigator on a project.

7. Is any cost share/match planned in this budget? If yes, is it required?

   Please review the cost share policy at http://www.kucr.ku.edu/depts/admin/cost.shtml. If you will be requesting matching funds from KUCR, please arrange matching funds with any other units and then contact Associate Vice Chancellor for Research, Joe Heppert (jheppert@ku.edu), as soon as possible.
8. Do you plan on identifying Haskell (HINU) in your proposal submission? If yes, please explain.

   Please note: Haskell requires 4 weeks’ notice prior to submission to be included in a proposal. They are very strict on this requirement. Please contact Cynthia Grounds at, cgrounds@haskell.edu as soon as possible.

9. Describe what your budget will support (senior and other personnel, postdoc, GRA, UG, travel, equipment, research materials and supplies, etc.). Are you planning to request funds for office supplies, furniture or computers? If so, your budget justification will need to specifically include mention of these items because office supplies, furniture and computers are normally considered indirect rather than direct costs. The justification needs to explain why this certain expense is deemed “project-specific”, therefore a direct cost rather than the standard thinking of it being an indirect cost.

10. Do you plan to use any of the following core research laboratories in your project?

    - Advanced Computing Facility
    - Animal Care Unit
    - Bio Center
    - High Throughput Screening
    - Instrument Design
    - Mass Spectrometry
    - Microscopy and Analytical Imaging
    - Molecular Graphics and Modeling
    - NMR
    - X-Ray Crystallography
    - Biomolecular NMR
    - Chemical Methodologies and Library Development (CMLD)
    - Genome Sequencing
    - Medicinal Chemistry
    - Microfabrication and Microfluidics
    - Molecular Probes
    - Protein Production
    - Protein Structure

    See descriptions of laboratory services and contact information for these laboratories at http://corelabs.ku.edu/.

11. If you are submitting an NSF proposal, are you considered a Beginning Investigator? NSF defines Beginning Investigators as individuals who have not been a principal investigator (PI) or co-principal investigator (co-PI) on a Federally funded award with the exception of doctoral dissertation, postdoctoral fellowship or research planning grants.
13. For internal reporting purposes, what keywords would you like associated with your proposal? Please identify and provide 3-5 standard keywords from the lists found at: http://research.ku.edu/node/381

14. Is there any additional information that was not covered above? Please consult with your Grant Specialist if you have any questions.